

State of Maryland  
**BOARD OF INDIVIDUAL TAX PREPARERS**  
BUSINESS MEETING AGENDA  
500 North Calvert Street  
Baltimore, MD 21202  
Monday, October 24, 2016

**Four Hearings are scheduled for today @ 10:00 AM**

1. Call to Order
2. Approval of Minutes of September 29, 2016
3. Report of the Chair
4. Executive Director's Report
5. New Business
6. Old Business
  - A. Consideration of final action on the proposed amendment to COMAR 09.38.01.01, to provide guidance on activities the Board considers as providing individual tax preparation services.
7. Correspondence
8. Executive Session

The Board expects to go into a closed Executive Session for discussion of the following matters:

  - A. The Complaint Committee Report--This is an administrative function of the Board and as such is not subject to the Open Meetings Law.
  - B. Conduct Disclosures on Applications--The Board will be consulting with counsel for legal advice on these matters as allowed under General Provisions Article § 3-305(b)(7).
9. Next Meeting Date – November 14, 2016 10:00 AM
10. Adjournment

**(Please silence electronic devices during the meeting. Thank you.)**